

**Bear River North Regional Council Meeting Minutes  
Bridgerland Applied Technology College  
Logan, Utah  
Thursday, January 15, 2004 – 8:00 A.M. – 9:30 A.M.**

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**In attendance:**

David Bryan	Schreiber Foods
David Farnes	Pioneer Care and Rehabilitation
Colyn Flinders	Division of Rehabilitation
Vern Gunnell	United States Air Force, BATC Cache County
Commissioner John Hansen	Cache County Council Member
Clark Israelsen	Cache County Extension
Roger Jones	Bear River Association of Governments
Mike Liechty	Cache School District
Peggy Madsen	Box Elder County Employees
Vic Mahoney	Pepperidge Farm
Evan Maxfield (Chair)	Sales Manager - Wheatland Seed
Lana Powell	State Farm Insurance
Bruce Rigby	Zions Bank
Dawn Skorka (Vice Chair)	Wal-Mart
Susan Thackeray	Economic Development, Box Elder County
Michelle Wilson	Life-Skill and Individual Needs Center

**Excused:**

Paul Barnard	E.A. Miller
Commissioner William Cox	County Commissioner, Rich County
Bryan Davies	Fire Fighter EMT Local 2148
John Fronk	Golden Spike Equipment
Harold Hess	Department of Workforce Services
Jim Hooker	Hooker Appliance
Dean Janes	Division of Child and Family Services
Chad Munns	Munns Manufacturing
Suzanne Rees	County Commissioner, Box Elder County
Nate Roman	Utah Public Employee Association
Thom Smith	La-Z-Boy
Derek Thomson	Sunshine Terrace

**Department of Workforce Services Staff:**

Jill Bingham	Brigham Employment Center Manager
Debbie Herr	Regional Program Manager
Susan Hill	Regional Council Liaison
Chris Mayne	Program Specialist
Gaylene Pebley	Logan Area Manager
Carrie Peterson	Executive Secretary

The meeting was called to order at 8:00 a.m.

**(1). Welcome**

Evan Maxfield, Bear River North Regional Council Chair, welcomed all Council members, and DWS staff to the meeting. The quorum for the meeting was established and the meeting was called to order.

**(2). Consent Calendar**

Evan Maxfield called for a motion to approve the minutes from the August 13, 2003 Bear River North Regional Council meeting.

**Action:** Vern Gunnel made the motion, Lana Powell seconded, and the Council unanimously approved the meeting minutes.

**(3). Task Force Reports**

**A. Marketing Committee**

Dawn Skorka provided the final report on the Employer Summit.

- The Employer Summit was conducted December 3, 2003 from 8:00 a.m. to 11:00 a.m. The Marketing Committee secured several sponsors including Pepperidge Farm, Wal-mart, Child Care Resource and Referral, and the Department of Workforce Services. The keynote speaker was Rod Zundel of the KSL Sports News Team.
- Elena Falkenberg provided a presentation on the DWS website.
- The following break-out sessions were offered:
  - Labor Market Information – John Mathews.
  - Child Care Update/Fish Philosophy – Leslie Trottier. The Fish Philosophy was a presentation on how to have a positive attitude at work and accomplish what needs to be done.
  - Employer Services Panel “Unemployment Insurance” – Administrative Law Judge Mike Miller.
  - “We’re Still Here” – Ted Nyman and Craig Stewart, DWS Business Consultants, provided reinforcement that they will continue to be available to help their customers in addition to the available online services.
- Dawn reported there were approximately fifty conference attendees. The Marketing Committee reported they were pleased with the “turnout” and they are expecting that the conference would have the potential of increasing the number of attendees in the future.

**Action:** Susan Thackeray made the motion to approve the Marketing Committee’s report. Peggy Madsen seconded, and the Council unanimously approved the report.

**(4) Youth and State Council Reports**

Clark Israelsen provided updated information concerning the Regional Youth Council meeting and State Youth Council issues.

**A. Youth Council Report**

- The minutes from the Regional Youth Council meetings were included in the meeting packets.
- The Youth Council will be pursuing a project similar to the Roads to Success Conference that was conducted in Salt Lake City, for the Cache and Box Elder Counties. The project will be included in the Youth Council goals for the new year.

**B. Workforce Investment Act (WIA) Request for Proposal (RFP)**

- Clark reported that the Youth Council is working to meet the goals included in the time line for the WIA Youth Services contract.
- The State is striving to complete the RFP for WIA Youth Services contract. However, the reauthorization has been stalled as the RFPs cannot be announced until the federal reauthorization is made final.
- The RFP will need to be completed and released by October 2004.
- The members of the WIA RFP Review Committee met with Kaye Bright of State Contracting, on November 10, 2003 to review the boilerplate documents provided by the DWS Contract Unit. The purpose of the meeting was to begin the process of customizing the RFP to meet the needs of youth in the Box Elder, Cache, and Rich Counties.
- The RFP Committee will consist of both selected DWS staff and Bear River North Regional Council members. The Regional Youth Council will act on the recommendation of the RFP Review Committee and inform the Regional Council of their recommendation for the selection of the contractor to provide the WIA youth services based on their ability to meet the State guidelines. The Regional Council will be required to vote to confirm the Youth Council's recommendation prior to their recommendation being presented to the State Youth Council, who will be required to confirm the region's recommendation and make the contract recommendation to the State Council. The State Council will provide the final approval of the WIA Youth Services provider selection.
- Clark asked Chris Mayne, DWS Program Specialist, if she could report on the amount of WIA funding that would be available to support the Youth Services contract.
- Chris responded that she expects the Department will receive an amount similar to what has been approved in past years. She explained that after the RFP is released, the intent will be for the State to begin to review the bids that are submitted for consideration. Chris reported that she expects this to happen at least a week after the RFP is released.

- Roger Jones commented that in the past years, the federally funded amount has been approximately \$100,000 for the WIA Youth Services contract. The BRAG program is currently working to meet the needs of older youth and the recruitment specification of the contract. The BRAG program has hired one additional staff person, Sherry Tuttle, to identify eligible youth in the Bear River area. Roger reported that in the last 30 days they have recruited approximately 30 to 60 youth. The BRAG staff will be focusing on recruiting “out of school” youth for the WIA services.

**Action:** Roger Jones made the motion to approve the Youth Council’s report to the full Council. Victor Mahoney seconded, and the Council unanimously approved the report.

**(5) State Council Meeting Update**

Evan Maxfield provided an overview of the highlights from the State Council meeting. He reported the following:

- The State Council meeting was conducted January 14, 2004 at the Downtown Employment Center in Salt Lake City.
- The Regional Council Chairs met for their committee meeting. Carolyn Parsons, DWS Auditor, shared information as to how DWS acts as a mediator between employers who list their jobs with DWS and have complaints of discrimination.

**Action Item:** Evan recommended that Carolyn Parsons be invited to attend a future Regional Council meeting.

- The Chairs are working to establish a C.N.A. training program to meet the needs of the community. Evan reported that labor market trends predict that 1 in 6 jobs will be in the health care industry.
- Sarah Brenna, the DWS Legislative Liaison, will be looking at possible resolution bylaws for the councils. This is due to the fact that other regions are experiencing problems with meeting non-attendance of council members.
- Jan Zogmaister, State Youth Council Chair, reported that the training dollars are on track, and the RFPs for the WIA services have been put on hold while the State Youth Council waits for the Senate to act.
- DWS is pursuing a new marketing campaign to inform employers of the available business services. The media will be utilized, and will include radio advertising. Employers will be sent DWS posters through the marketing campaign.
- The North Region is leading the state with their regional councils. Washington D.C. representatives attended the State Council meeting and will be visiting the North Region to observe the councils.

**(6) Regional Director’s Report**

Harold Hess, DWS North Region Director, was excused from the meeting. Susan Hill called on Gaylene Pebley, DWS Logan Area Manager, and Jill Bingham, DWS Brigham Employment

Center Manager, to provide reports.

- The Logan Eligibility Service Center has accomplished a 97.4% food stamp payment accuracy rate, and 100% for expedited food stamp issuance timeliness.
- At the Logan Employment Center, 17% of the total job orders are listed on-line by 6% of the employer services customers.
- Gary Kennison has been assigned to work with Ted Nyman in servicing the Logan Employment Center's employer services customers.
- The Brigham City Employment Center was evaluated with successful results on the completion of the DWS Internal Audit Review.
- The year-end food stamp payment accuracy rate for the Brigham City Employment Center was 98.51%.
- The Brigham City Employment Center was named and recognized by the Brigham Area Chamber of Commerce as the Business of the Month for January 2004. The center was featured on the front page of the Box Elder News Journal.

**(7) 2004 Strategic Planning Session**

The Council discussed asking Pam Gardiol to act as the facilitator for the meeting.

Susan Thackeray commented that she thought it would be good to have Pam serve as the facilitator as she has a basic understanding of the Council's goals.

**Decision:** The Council agreed to ask Pam Gardiol to act as the facilitator for the session.

Evan Maxfield asked the Council members if they had a preference of the location for the planning session.

The Council members responded that they liked meeting at Maddoxs Restaurant for the session last March, and completing the session with lunch as a group. The Council members also noted that they would be happy with a decision to meet at the Sherwood Hills resort.

The Council agreed to meet for the planning session on March 17<sup>th</sup> from 8:30 a.m. until 1:00 p.m. They requested that lunch be provided.

Susan Hill will notify the Council members of the decisions made on the location of the planning session.

**(8) Unassigned Task Force Members**

Evan Maxfield notified the members who are not assigned to a task force, or members who would like to change membership to a different task force, that they will have an opportunity to

make a selection at or directly following the Strategic Planning Session. David Bryan asked that his name be included in the Training and Marketing Task Force.

**(9). Other Business**

Roger Jones explained that there is a need for ESL (English as a second language) training in the Bear River area. BRAG has received funding requests from two organizations that provide ESL training. They will be partnering with the USU Education Program and the Utah State Personnel Office will be working to help the University reach out to the community. Roger noted that there has been success with both of the training programs. The USU program needs approximately \$25,000 in funding to continue the program. They are hopeful that the University will gain the funding through an extension. Otherwise, the program will end this calendar year. Roger explained that they are hopeful that the program will be continued by the use of available funding.

The BRAG program will be funding the USU education program. Roger explained that he is not concerned with duplication of ESL training services in the area as there is a need for the services. He also explained, that in the past, the USU training had been sponsored by the Council with the TANF Reserve Account Funds.

Bruce Rigby noted that there is a great need for ESL training in the community. He felt that the employers could play a significant role in the training of those in the community who could benefit from the training.

Roger asked the Council members to contact him if they have additional funding available to be used to support the program. He recommended asking the Training and Marketing Task Force if they would like to focus on the need for the ESL training programs. Roger explained that the training is a low cost program that is meeting the needs of those enrolled in the program.

Lana asked if it would be possible to contact some of the employers in the area to determine if they would like to help with the funding from the program.

Roger will explore the benefit of contacting employers in the Bear River area such as E.A. Miller Company.

**(10). Public Comment**

No general public representatives or non-members of the Regional Council attended the meeting.

**(11). Adjourn**

Evan Maxfield thanked all of the Council members and DWS staff for attending the meeting and working together as a team. He would like the Council to continue to set the pace for the State and to continue as the leading Council for the State.

Evan thanked Susan Hill for keeping the Council organized, and Carrie Peterson for her accuracy in transcribing the meeting minutes.

The meeting adjourned at 9:30 a.m.

**Next full Council Meeting:**

**Date:** May 12, 2004

**Time:** 8:00 a.m.

**Location:** Bridgerland Applied Technology College